



U.S. ARMY
MATERIEL COMMAND

**STANDING OPERATING PROCEDURE:
ARMY POTENTIAL CONTRACTOR PROGRAM**

APCP

ARMY POTENTIAL CONTRACTOR PROGRAM

STANDING OPERATING PROCEDURE

FOR

APCP COORDINATORS

1. **PURPOSE.** The Army Potential Contractor Program (APCP) has been established to certify and register non-Government activities for access to controlled scientific and technical information. This includes information on Army needs, requirements, programs, accomplishments, and advance planning associated with research, development, test, and evaluation. The purpose of the APCP is to support potential contractors in developing the technical competence and concepts for meeting Army goals. Under this program, the Army sponsors qualified and eligible organizations for access to planning and technical information from the Technical and Industrial Liaison Offices (TILOs) and the Defense Technical Information Center (DTIC).

2. **ELIGIBILITY.** Firms that are not foreign owned, controlled, or influenced that have a demonstrable capability of performing research and/or development with a reasonable potential for eventually receiving a contract with the Army are invited to participate in the program.

3. APCP COORDINATOR'S ROLE.

a. APCP Coordinators are responsible for informing potential contractors of the program and for certifying the need-to-know (NTK) for the subject fields of interest under which the potential contractor is registered. In compliance with Army Regulation (AR) 70-21, "Certification and Registration for Access to Scientific and Technical Information," APCP Coordinators shall have the technical competence and familiarity with potential contractors' programs to judge the subject fields of the applicants. This may be interpreted to mean that the APCP Coordinator is a scientist or engineer or has the support

thereof.

b. The APCP Coordinator shall not certify a potential contractor for fields of interest outside the areas of competence demonstrated by the applicant. Further, the APCP Coordinator shall be responsible for confirming for others in DoD that the potential contractor is registered in the program (i.e., confirming NTK in connection with requests for limited documents or attendance at conferences and symposia).

c. Data associated with a firm's APCP registration are printed in DTIC's Dissemination Authority List (DAL), which is used throughout DoD as a method for confirming NTK. Accordingly, APCP Coordinators shall take extreme care to ensure that the bases for confirming potential contractors' fields of interest are documented.

4. **REGISTRATION INFORMATION.** The APCP Coordinator prepares an APCP registration package for potential applicants that contains—

○ Instructions (Figures 1a, b, c, and d may be used).

○ Policy Statement and Memorandum of Understanding (MOU) which define the conditions under which potential contractors may exchange information with the Army. (Figures 2a and 2b).

The instructions direct the potential applicant to obtain a DTIC registration package that contains, among other items, a copy of DD Form 1540, "Registration for Scientific and Technical Services" (Figure 3). *Note: Heretofore the APCP Coordinator sent the registrant a copy of the DD Form 254. DTIC has requested that registrants*

obtain the form from them so that they can send the registrant the complete DTIC registration package which includes all the required DTIC forms, instructions, and supporting information.

5. REGISTRATION PROCEDURES.

a. The APCP Coordinator reviews the material that the applicant submits and contacts Government points of contact (POCs) referenced by the applicant in order to obtain third-party confirmation of the applicant's NTK. Alternatively, or in addition, the APCP Coordinator may use resumes, publication lists, or contacts with recent or current Government contractors with whom the applicant has been associated.

b. Following confirmation of the applicant's NTK, the APCP Coordinator completes the submitted DD Form 1540 as indicated in Figure 3:

(1). Check Items 9, 10, and 12 in Part I (making appropriate pen-and-ink corrections), and complete Item 4 in Part I and Items 18 through 21 in Part III. Registration period is normally three years.

(2). Review the subject fields of interest circled by the applicant in Part IV, and delete (cross out) any fields that are not supported by the material submitted by the applicant or are outside the mission of the APCP Coordinator.

(3). Forward the white and green copies of the form to DTIC, retain the yellow copy, and forward the pink copy to the potential contractor along with a copy of the letter of transmittal to DTIC. (Figure 4 is a sample letter of transmittal.) Finally, the APCP Coordinator shall forward a photocopy of the registration form to the Tri-Service Industry Information Center at Headquarters AMC (ATTN: AMCLD-TILO).

c. For potential contractors who are qualified to receive classified documents (those who have storage capability), the APCP Coordinator executes a DD Form 254, "Contract Security Classification Specification," in accordance with Figures 5a and b. The APCP Coordinator's se-

curity office forwards a copy to the Cognizant Security Office of the Defense Investigative Service.

d. If the potential contractor does not have a facility clearance, the APCP Coordinator may, on a case-by-case basis, when it is in the best interest of the Army, choose to initiate the process for obtaining such a clearance.

6. REQUESTS FOR LIMITED DOCUMENTS. Potential contractors request limited-distribution documents by submitting to DTIC a copy of DTIC Form 55 (Figure 6), listing the APCP Coordinator as the Government sponsor. DTIC certifies the firm's NTK (from the DAL) and forwards the request to the releasing agent (the document's author or proponent) for approval. Often the releasing agent does not realize that NTK has been properly certified and returns the form to DTIC for validation by the sponsor before approving the document's release. The APCP Coordinator may use a version of Figure 7 to provide such validation.

7. NTK CERTIFICATION RELATED TO CONFERENCE ATTENDANCE. Registration forms and security clearance certifications often contain some variations of the following paragraph:

I hereby certify as a contracting officer that the above-named individual has the need-to-know to attend _____. He/she is currently performing work under contract No. _____ which is classified _____.

Signature _____ Date _____

The APCP Coordinator may use some version of Figure 8 to provide the requested certification.

8. REGISTRATION RENEWAL. Three months prior to the expiration of the three-year registration period, the APCP Coordinator shall inform the potential contractor of the pending expiration. (A letter similar to Figure 9 may be used for this notification.) This notification process minimizes breaks in registration and aids potential contractors in extending their registered NTK where appropriate.

ARMY POTENTIAL CONTRACTOR PROGRAM REGISTRATION INSTRUCTIONS



U.S. ARMY
MATERIEL COMMAND

THE FOLLOWING INSTRUCTIONS PERTAIN TO THE FORMS REQUIRED FOR REGISTRATION IN THE ARMY POTENTIAL CONTRACTOR PROGRAM (APCP).

POLICY AGREEMENT — IF YOU ARE IN ACCORD WITH THE TERMS STATED THEREIN, FILL IN AND SIGN THE AGREEMENT AND HAVE THE CERTIFICATE STAMPED WITH YOUR CORPORATE SEAL.

DD FORM 1540, "REGISTRATION FOR SCIENTIFIC AND TECHNICAL INFORMATION SERVICES" (October 1986) — **THIS FORM IS CONTAINED IN THE REGISTRATION PACKAGE FROM THE DEFENSE TECHNICAL INFORMATION CENTER, WHICH YOU MAY OBTAIN BY CALLING (202) 274-6871.** PLEASE COMPLETE ALL OF PART I EXCEPT FOR BLOCK 4. IN PART III, CIRCLE ALL CODES RELATED TO YOUR CAPABILITIES. THE KEY TO THESE CODES MAY BE FOUND ON THE REVERSE SIDE OF THE FORM. DO NOT FILL IN ANY DATA FOR PARTS II AND IV.

THIRD-PARTY CONFIRMATION — IN ADDITION TO COMPLETING THE FORMS, YOU MUST PROVIDE THE APCP COORDINATOR WITH SUFFICIENT INFORMATION TO CONFIRM WITH A THIRD PARTY OR INDEPENDENT SOURCE YOUR CAPABILITIES TO PERFORM RESEARCH AND DEVELOPMENT IN SUPPORT OF DEPARTMENT OF DEFENSE GOALS. EXAMPLES OF SUCH INFORMATION INCLUDE—

- ☐ RECENT OR CURRENT GOVERNMENT CONTRACTS NUMBERS AND TITLES, AGENCY NAMES AND ADDRESSES, NAMES OF TECHNICAL MONITORS AND PHONE NUMBERS
- ☐ PERSONAL RESUMES
- ☐ INDEPENDENT RESEARCH AND DEVELOPMENT (IR&D) CITATIONS
- ☐ PUBLICATION LISTS
- ☐ PATENTS (ISSUED AND/OR PENDING)

SUBMIT ALL THE FORMS (INCLUDING THE ONES FROM DTIC) TO ONE OF THE APCP COORDINATORS LISTED ON THE REVERSE. THE COORDINATOR WILL ACCOMPLISH THE NECESSARY CERTIFICATION AND APPROVAL, FORWARD THE ORIGINALS TO THE DEFENSE TECHNICAL INFORMATION CENTER (DTIC), AND RETURN THE PINK COPY OF THE DD FORM 1540 FOR YOUR FILES. THIS ACTION WILL ENTER YOU IN THE DTIC R&D DATA BANK FOR A PERIOD OF THREE YEARS AND PERMIT YOUR ACCESS TO DOCUMENTS CONSISTENT WITH YOUR FIELDS OF INTEREST, FACILITY CLEARANCE, STORAGE CAPABILITY, AND YOUR COORDINATOR'S MISSION AREA.

Figure 1a. General Instructions for APCP Applicants, First Version.

APCP COORDINATORS—

Program No.

U.S. ARMY ARMAMENT, MUNITIONS, AND CHEMICAL COMMAND

Armament RD&E Center
ATTN: SMCAR-AST (Mr. Pat Napoli)
Dover, NJ 07801-5001
(201) 724-6978

APCP-1

Chemical RD&E Center
ATTN: SMCCR-OPP (Mr. Ronald Hinkle)
Aberdeen Proving Ground, MD 21010-5423
(301) 671-2031/5432

APCP-2

HQ, U.S. ARMY AVIATION SYSTEMS COMMAND

ATTN: AMSAV-NR (Mr. Roy Warhover)
4300 Goodfellow Boulevard
St. Louis, MO 63120-1798
(314) 263-1082

APCP-3

HQ, U.S. ARMY COMMUNICATIONS-ELECTRONICS COMMAND

ATTN: AMSEL-ATDD-TI (Ms. Nancy Selisker)
Fort Monmouth, NJ 07703-5001
(201) 544-4980

APCP-4

HQ, U.S. ARMY MISSILE COMMAND

ATTN: AMSMI-RD-TI (Ms. Anne Esslinger)
Redstone Arsenal, AL 35898-5243
(205) 876-4270/5270

APCP-5

HQ, U.S. ARMY TANK-AUTOMOTIVE COMMAND

ATTN: AMSTA-CK (Mr. Stephen Adams)
Warren, Michigan 48397-5000
(313) 574-8588/7545

APCP-6

U.S. ARMY TROOP SUPPORT COMMAND

U.S. Army Belvoir RD&E Center
ATTN: STRBE-ZTS (Ms. Connie Harrisson)
Fort Belvoir, VA 22060-5606
(703) 664-1068

APCP-7

U.S. Army Natick RD&E Center
ATTN: STRNC-EMP (Mr. Frank Sherman)
Natick, MA 01760-5014
(617) 651-4687

APCP-8

U.S. ARMY LABORATORY COMMAND

ATTN: AMSLC-CM (MR. MELVYN SHICHTMAN)
2800 POWDER MILL ROAD
ADELPHI, MD 20783-1145
(202) 394-3880

APCP-9

Figure 1b. Back of Figure 1a.

ARMY POTENTIAL CONTRACTOR PROGRAM REGISTRATION INSTRUCTIONS



U.S. ARMY
MATERIEL COMMAND

THE FOLLOWING INSTRUCTIONS PERTAIN TO THE FORMS REQUIRED FOR REGISTRATION IN THE ARMY POTENTIAL CONTRACTOR PROGRAM (APCP).

POLICY AGREEMENT — IF YOU ARE IN ACCORD WITH THE TERMS STATED THEREIN, FILL IN AND SIGN THE AGREEMENT AND HAVE THE CERTIFICATE STAMPED WITH YOUR CORPORATE SEAL.

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THIRD-PARTY CONFIRMATION — IN ADDITION TO COMPLETING THE FORMS, YOU MUST PROVIDE THE APCP COORDINATOR WITH SUFFICIENT INFORMATION TO CONFIRM WITH A THIRD PARTY OR INDEPENDENT SOURCE YOUR CAPABILITIES TO PERFORM RESEARCH AND DEVELOPMENT IN SUPPORT OF DEPARTMENT OF DEFENSE GOALS. EXAMPLES OF SUCH INFORMATION INCLUDE—

- ☐ RECENT OR CURRENT GOVERNMENT CONTRACTS, NUMBERS AND TITLES, AGENCY NAMES AND ADDRESSES, NAMES OF TECHNICAL MONITORS, PHONE NUMBERS
- ☐ PERSONAL RESUMES
- ☐ INDEPENDENT RESEARCH AND DEVELOPMENT (IR&D) CITATIONS
- ☐ PUBLICATION LISTS
- ☐ PATENTS (ISSUED AND/OR PENDING)

SUBMIT ALL THE FORMS (INCLUDING THE ONES FROM DTIC) TO THE APCP COORDINATOR WHO WILL ACCOMPLISH THE NECESSARY CERTIFICATION AND APPROVAL, FORWARD THE ORIGINALS TO THE DEFENSE TECHNICAL INFORMATION CENTER (DTIC), AND RETURN THE PINK COPY OF THE DD FORM 1540 FOR YOUR FILES. THIS ACTION WILL ENTER YOU IN THE DTIC R&D DATA BANK FOR A PERIOD OF THREE YEARS AND PERMIT YOUR ACCESS TO DOCUMENTS CONSISTENT WITH YOUR FIELDS OF INTEREST, FACILITY CLEARANCE, STORAGE CAPABILITY, AND THE COORDINATOR'S MISSION AREA.

Figure 1c. Instructions for APCP Applicants, Second Version.

ARMY POTENTIAL CONTRACTOR PROGRAM

U.S. ARMY
MATERIEL COMMAND



The Army Potential Contractor Program (APCP) has been established to certify and register non-Government organizations for access to controlled scientific and technical information. This includes information on Army needs, requirements, programs, funding, and advance planning associated with research, development, and acquisition. The program can support you in expanding technical competence in order to support Army goals. Under this program, the Army sponsors your access to planning and technical information from the Technical and Industrial Liaison Offices (TILOs) and the Defense Technical Information Center (DTIC).

You are eligible for the APCP if you are a non-Government organization that is not foreign owned, controlled, or influenced and if you have a demonstrated capability to perform R&D and have an intent and a reasonable potential for eventually receiving a contract from the Army. You may obtain an APCP registration package from any of the APCP coordinators listed on the reverse or from any of the TILOs. An APCP registration package contains the following items:

- ☐ Instructions
- ☐ Policy Statement
- ☐ Memorandum of Understanding (MOU)

Execution of the MOU indicates your concurrence with its associated policy statement regarding your handling of the information that you obtain from DOD. You must also provide the APCP coordinator with evidence of your need-to-know (your R&D capabilities). This usually involves names of Government personnel who can provide third-party confirmation of the evidence that you submit. This evidence often consists of describing work performed under previous contracts or subcontracts. References to Independent Research and Development (IR&D) projects will also suffice. If you have never had a Government contract, you may submit resumes, publication lists, subcontracting information, and so forth. We also require that you obtain a registration package from DTIC, which contains the forms necessary for your registration with them. The package may be obtained by calling (202) 274-6871. You send the DTIC forms along with the MOU and your evidence of need-to-know to the APCP coordinator.

Following confirmation of need-to-know, the APCP coordinator completes the DTIC registration form, forwards it to DTIC, and returns a copy to you. The coordinator also executes a security classification specification, if appropriate, and sends copies to the Defense Investigative Service and to you.

Figure 1d. Handout: Description of the APCP

POLICY STATEMENT AND MEMORANDUM OF UNDERSTANDING FOR PARTICIPATION IN THE US ARMY POTENTIAL CONTRACTOR PROGRAM

For use of this form, see AR 70-35; the proponent agency is SARDA

Before you may obtain or review information or material in connection with the U.S. Army Potential R&D Contractor Program, you must clearly understand and agree to the following policy statement as the individual signing this agreement for your organization.

POLICY

1. The Army sponsor will furnish your organization with, or provide access to, certain information or material, hereafter called documents, under the following conditions:

a. Classified or limited-distribution documents that we furnish you are to remain the property of the U. S. Government.

b. Such documents are subject to recall by your Army sponsor at any time.

c. You must dispose of documents that you obtain from the Army sponsor or from the Defense Technical Information Center (DTIC) through this program in accordance with the provisions of DOD 5220.22M, (*Industrial Security Manual for Safeguarding Classified Information*).

d. You may not reproduce or disseminate these documents outside your organization without our written permission as your DOD sponsor.

e. Your organization must safeguard all classified documents, providing and maintaining a system of security controls within its organization in accordance with (1) the requirements of the DD Form 441 (*DOD Security Agreement*), (2) DOD 5220.22M (*Industrial Security Manual for Safeguarding Classified Information*), and (3) any revisions of the manual required by the demands of national security as determined by the United States Government. Insofar as the provisions of the Industrial Security Manual are concerned, the terms "Contracting Officer or his authorized representative" will mean the Army representative authorized to release or to sponsor the release of documents.

f. We furnish the documents for information and general guidance only. You may not construe them as a request for proposal, or as a commitment on the part of the Government that a contract may be issued, or as authority for you to incur expenses in anticipation of a Government contract. Nothing in, or arising from, this transaction will be used as the basis of a claim against the Government. Finally, do not construe our furnishing of these documents to you as creating an obligation on your part to furnish the U.S. Government with any experimental, developmental, research, or production articles, services, or proposal.

g. You should recognize that the Army may be utilizing various facilities to obtain solutions to the problems that you might infer from the documents that you receive from us or from DTIC. Any ideas that you may generate as a result of your study and analysis of these documents, and that you offer to the Army, will be evaluated in competition with the ideas and results of others.

2. Either your organization or the DOD sponsor may terminate this agreement by giving the other party written notice of intent-to-terminate 30 days prior to the effective date of termination; otherwise this agreement will remain in effect for three years from the date signed by the Army sponsor. In the event of termination or expiration, your organization shall continue to be bound by the requirements herein with respect to information or material furnished pursuant to this policy agreement.

DA FORM 5678-R, JUN 88

Figure 2a. Policy Statement

**POLICY STATEMENT AND MEMORANDUM OF UNDERSTANDING FOR PARTICIPATION
IN THE US ARMY POTENTIAL CONTRACTOR PROGRAM — Continued**

I hereby agree to comply with the Army Potential Contractor Program policy requirements stated above.

I certify that I am (check appropriate line)

☐ Sole owner of the organization identified below.

☐ A member of the partnership organization identified below and have full authority to bind said organization with respect to this agreement.

☐ An authorized representative of the organization identified below and have full authority to bind said organization with respect to this agreement.

I also certify that:

a. Information and technical supporting data supplied herewith are correct and that neither the applicant nor any person in any connection with the applicant as a principal or officer, so far as is known, is now debarred or otherwise declared ineligible by any agency of the Federal Government from bidding for furnishing materials, supplies, or services to the Government or any agency thereof.

b. This organization has a capability to perform research and development functions in the technical fields of interest indicated on the accompanying DD Form 1540 (*Registration for Scientific and Technical Information*).

c. This Army sponsorship of access to the documentation services, such as provided by the Defense Technical Information Center, will be used only when documents are required to pursue R&D towards Army goals.

NAME OF ORGANIZATION AND MAILING ADDRESS

SIGNATURE OF COMPANY OFFICIAL

DATE

TYPED NAME AND TITLE

NOTE: When a Corporation is a party to this agreement, the following certificate must be executed by a corporate officer other than the official who signed the above agreement on behalf of the corporation.

CERTIFICATE

I, _____, certify that I am the Secretary of the corporation. I further certify that the above company official who signed this agreement on behalf of the corporation is the _____ of the corporation and has the authority to bind the corporation with respect to this agreement. CORPORATE TITLE

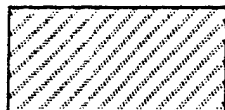
SIGNATURE

(CORPORATE SEAL)

REVERSE OF DA FORM 5678-R, JUN 88

Figure 2b. Memorandum of Understanding

REGISTRATION FOR SCIENTIFIC AND TECHNICAL INFORMATION SERVICES			
PART I - REQUESTER APPLICATION			
1. ORGANIZATION NAME	2. TELEPHONE	3. NEW DTIC USER (X OR USER CODE)	4. PRIME CONTRACT
5. ADDRESS	7. CAGE (FSG) CODE		
6. ATTN LINE OF RECIPIENT	8. MILITAREY CRITICAL TECHNICAL DATA	9. SECURITY	10. SPECIAL SECURITY
11. REQUESTING OFFICIAL		12. DEMAND PRODUCTS	
		PART II - FIELDS OF INTEREST	
PART IV - CERTIFICATION AND APPROVAL			
18. ORGANIZATION			
21. APPROVING OFFICIAL			

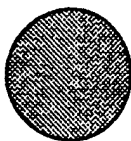


COMPLETED BY
APCP COORDINATOR



COMPLETED BY APPLICANT

1540
FIGURE 3. DD FORM 254 "REGISTRATION FOR SCIENTIFIC AND
TECHNICAL INFORMATION SERVICES"



REPLY TO
ATTENTION OF

LETTERHEAD

AMSLC-TF-TI

3 SEPTEMBER 1988

MEMORANDUM FOR: Defense Technical Information Center, ATTN: DTIC-FDRB,
Cameron Station, Building 5, Alexandria, VA 22314

SUBJECT: Potential Contractor Sponsorship for Gizmo, Inc.

Please initiate registration for Scientific and Technical Information Services for the subject organization through 3 September 1991 in support of this Command's Potential Contractor Program under program number APCP-12.

FOR THE COMMANDER:

Encl.
DD Form 1540

Name
Coordinator,
Potential Contractor
Program

CF:
Gizmo, Inc.

Figure 4. Letter to the Defense Technical Information Center

APCP REGISTRATION NUMBER

EXPIRATION DATE

CLEARANCE LEVEL

DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION1. THE REQUIREMENTS OF THE DOD INDUSTRIAL SECURITY MANUAL
APPLY TO ALL SECURITY ASPECTS OF THIS
EFFORT. THE FACILITY CLEARANCE REQUIRED IS:2. THIS SPECIFICATION
IS FOR:3. CONTRACT NUMBER OR OTHER
IDENTIFICATION NUMBER4. DATE TO BE
COMPLETED

a. PRIME CONTRACT

COGNIZANT
SECURITY
OFFICEPOTENTIAL
CONTRACTORCONTRACTOR &
GOVERNMENT
ENTITY (CAGE)
NUMBER

7a. Name, Address, & Zip Code of Prime Contractor

b. FSC Number

c. Name, Address, & Zip Code of Cognizant Security Office

EXAMPLE: W71BFJ

"ARMY POTENTIAL
CONTRACTOR PRO-
GRAM"

10a. General Identification of the Procurement for which this specification applies

b. DoDAAC Number of the Procuring Activity
identified Item 16d.ALL OTHERS
"NO"

11. ACCESS REQUIREMENTS

YES NO

a. Access only

b. Receipt

c. Receipt and generation

d. Fabrication

e. Graphic Arts

f. Access to IPO

g. RESTRICTED DATA

h. COMSEC

i. cryptographic

YES NO

YES NO

YES NO

YES NO

YES NO

YES NO

YES NO

YES NO

YES NO

YES NO

ACCESS REQUIREMENTS (Continued)

j. SENSITIVE COMPARTMENTALIZED INFORMATION

k. Special Access Programs

l. ...outside the U. S.

m. Defense Technical Information Center or Defense
Information Analysis Center

n. ADP

o. REMARKS

ADDRESS

APCP
MANAGERb. Typed name, title, and signature of program/project manager
or other designated officialc. Activity name, address, Zip Code, telephone number and
office symbol

DD FORM 254

15. REMARKS

"THIS SPECIFICATION IS FOR THE REGISTRATION OF THE
SUBJECT COMPANY IN THE ARMY POTENTIAL CONTRACTOR PROGRAM (APCP) IN ACCORDANCE WITH
ARMY REGULATION 70-35, INFORMATION FOR INDUSTRY.

"CLASSIFICATION /DECLASSIFICATION INSTRUCTIONS WILL BE DERIVED FROM THE SOURCE
DOCUMENTS."

POTENTIAL
CONTRACTOR

"COG"

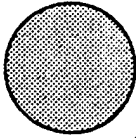
APCP
COORDINATOR

REQUIRED DISTRIBUTION

- ☒ Prime Contractor (Item 7a.)
- ☒ Cognizant Security Office (Item 7c.)
- ☐
- ☐
- ☐
- ☒ Program/Project Manager (Item 12b.)
- ☐

DEFENSE TECHNICAL INFORMATION CENTER REQUEST FOR RELEASE OF LIMITED DOCUMENT		
<div>POTENTIAL CONTRACTOR</div> <div>APCP COORDINATOR</div>	REQUESTING ORGANIZATION	DTIC USER CODE NO. DATE OF REQUEST
	GOVERNMENT SPONSOR	
	CONTRACT MONITOR	
	AD NUMBER	
	REQUIRED FOR	
<div>AUTHOR OF THE REPORT</div> <div>APPROVE OR DISAPPROVE</div>	RELEASING AGENCY	<div>SECTION III RELEASING AGENCY DECISION</div> <div> <input type="checkbox"/> APPROVED FOR RELEASE TO ABOVE REQUESTOR <input type="checkbox"/> APPROVED FOR RELEASE TO ALL REGISTERED. . . <input type="checkbox"/> DISAPPROVED. REASON FOR DISAPPROVAL. </div>
	<div>TYPED NAME AND TITLE OF RELEASING OFFICIAL SIGNATURE DATE</div>	

Figure 6. DTIC Form 55



U.S. Army . . .

REPLY TO
ATTENTION OF

AMSLC-TP-TI

3 SEPTEMBER 1988

MEMORANDUM FOR:

SUBJECT: Limited Document Request from....

1. The subject firm is registered with the Defense Technical Information Center under sponsorship of the Army Potential Contractor Program (APCP), registration number APCP-12. The APCP provides access to Defense scientific and technical information to non-Government firms that the Army determines to have potential for participation in Army RDT&E programs as contractors. The purpose of the APCP is to support such potential contractors in developing technical competence and concepts for meeting Army materiel requirements.

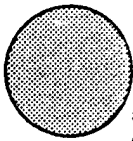
2. Confirmation of need-to-know under the APCP involved third-party certification of the R&D capability of the subject firm. The approved fields of interest are listed in the "Department of Defense Dissemination Authority List" published quarterly by DTIC.

3. While the APCP coordinator confirms need-to-know, the ultimate decision to release a particular document rests with the Releasing Agency and not the APCP Coordinator. Accordingly, the Releasing Agency should not hesitate to request additional information from the requesting organization when deemed necessary.

FOR THE COMMANDER:

Name
Coordinator,
Potential Contractor
Program

Figure 7. Letter—Validation of Need-to-Know



U.S. Army . . .

REPLY TO
ATTENTION OF

AMSLC-TP-TI

3 SEPTEMBER 1988

MEMORANDUM FOR:

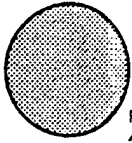
SUBJECT: Request from....to Attend...

1. The subject firm is registered with the Defense Technical Information Center under sponsorship of the Army Potential Contractor Program (APCP), registration number APCP-12. The APCP provides access to Defense scientific and technical information to non-Government firms that the Army determines to have potential for participation in Army RDT&E programs as contractors. The purpose of the APCP is to support such potential contractors in developing technical competence and concepts for meeting Army materiel requirements.
2. Confirmation of need-to-know under the APCP involved third-party certification of the R&D capability of the subject firm. The approved fields of interest are listed in the "Department of Defense Dissemination Authority List" published quarterly by DTIC.
3. While the APCP coordinator confirms need-to-know, the ultimate decision to allow the firm to attend the subject conference rests with the conference sponsor and not the APCP Coordinator. Accordingly, the sponsor should not hesitate to request additional information from the requesting organization when deemed necessary.

FOR THE COMMANDER:

Name
Coordinator,
Potential Contractor
Program

Figure 8. Letter—Certification for Conference Attendance



U.S. Army . . .

REPLY TO
ATTENTION OF

3 SEPTEMBER 1988

Technical and
Industrial Liaison Office

Dr. N. Davar
Tanks R Us, Inc.
100 Science Avenue
Lake Wobegon, Minnesota 55555

Dear Dr. Davar:

Your contract with the Defense Technical Information Center under the U.S. Army Laboratory Command's Potential Contractor Program (APCP-12) expires on September 3, 1988. In order for us to renew your registration you must reconfirm your continuing interest in the program and the previously indicated fields of interest. If you wish to add fields of interest, you will need to submit a new DD Form 1540 (available from DTIC), which you must submit through us along with supporting information. Enclosed, for your convenience, is a photocopy of your original DD Form 1540.

Should you have any questions, do not hesitate to call me at (202) 555-2488.

Thank you for your interest in the U.S. Army Laboratory Command.

Sincerely,

Name
Coordinator,
Potential Contractor
Program

Figure 9. Letter—Expiration Notification

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